

Application for a project information memorandum and/or building consent

Section 33 or Section 45, Building Act 2004, Building (Forms) Regulations 2004 – Form 2

About this form

- Please check on our website (ccc.govt.nz/building-consent-forms-and-guides) that the form that you are using is current at the time of application as forms are subject to change without notice.
- General information can be found on our website at www.ccc.govt.nz/goahead
- A building consent is the formal approval issued by a Building Consent Authority (BCA) to ensure certain works meet the requirements of the Building Act 2004, Building Regulations and the New Zealand Building Code.

GENERAL INFORMATION:

- **Application fees and charges:** The latest Building Consents Fee Schedule is available on our website at ccc.govt.nz/fees-building-control or from one of our Council service desk (ccc.govt.nz/contact-us). A building consent will not be issued by the Council until all fees and charges relating to that consent application have been paid in full. When applying for a building consent the costs/charges will vary depending on the time a building consent officer spends processing your consent. Ensure all reasonable information applicable to your application is provided. Requests for further information will impact on the processing time and costs of a consent.
- For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via onlineservices.ccc.govt.nz You will need to register to use Online Services. You can register at onlineservices.ccc.govt.nz
- **Post** (additional costs apply) your application to: Building Consenting, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk (ccc.govt.nz/contact-us).

All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided and resubmitted.

Please complete all fields unless marked otherwise

1. The building

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Building name:

Location of building within site/block number: *(include nearest street access)*

Number of levels: *(including ground level and any levels below ground)*

Level/unit number:

Area: *(total floor area; indicate area affected by the building work if less than the total area)*

Total floor area:

Existing floor area:

New floor area:

Current, lawfully established, use:

(include number of occupants per level and per use if more than 1)

Year first constructed:

2. The owner (All details must be the owner's)

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Contact person: *(not required if the applicant is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

The following evidence of ownership is attached to this application: *(copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)*

A recent copy of certificate of title(s) (less than six months old) and where applicable the following:

- Lease Agreement for sale and purchase Licence or property management agreement
 Other document *(showing full name of legal owner(s) of the building)*

Certificate of title(s) are available from the Christchurch City Council for a fee. Required? Yes No

3. Agent (Only required if the application is being made on behalf of the owner)

Name of agent: *(only required if application is being made on behalf of the owner)*

Contact person: *(not required if the applicant is an individual)*

New Zealand Companies Registered Number: *(If applicable - Refer to www.business.govt.nz/companies)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

First point of contact for communications with the council/building consent authority: *(contact details must be in New Zealand, mark boxes as appropriate)*

- Agent Owner Other: *(if other specify whom and provide contact details as per above)*

4. Application

I request that you issue a project information memorandum / project information memorandum and building consent / building consent for the building work described in this application.

This application is for:

- Amendment to building consent: Write building consent numbers of original consent
- Staged building consent – Stage of Write building consent numbers of previous stages

For stage 1: Proposals to stage the building work to construct or alter a building are required to be approved by Council prior to lodging the application for a building consent for the first stage. *Please attach evidence of approval of your staging proposal by the Council to your first stage application* (visit our website for more guidance).

For stage 2+: Have you made any changes to the building work that has been approved under a previous stage?

- No Yes – if yes, please list details of the changes (*and highlight these changes in the attached plans and specifications*):

- National Multiple Use Approval: Write national multiple use approval number

(If yes, provide copies of MultiProof certificate, plans and specifications)

I wish to receive my building consent/PIM and approved documentation in the following format:

- Electronically via Online Services Hard copy/CD to be collected from:
- Hard copy (*additional costs apply*) CD

All consent related invoices to be billed and sent via email or post to:

- Owner Agent Other [If other, please provide contact name, company, postal address and/or email]:

I / we understand that the fees charged at lodgement **are a deposit only**, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application. These will be paid before the consent is issued and the building work started. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page two.

All of the included information on this form is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page two. Please also note that for any refund due, the refund will be credited to the “deserving party” who may not have been the original “payee”.

I / we understand that no work is to commence until the building consent is issued.

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

Signature of: owner / agent on behalf of, and with the authority of the owner

Date:

Print name:

PRIVACY INFORMATION:

If you would like to request access to, or correction of, your details, please contact the Council.

5. The project

Description of the building work:

Will the building work result in a change of use of the building? Yes No

If yes, provide details of the new use:

Intended life of the building if less than 50 years: years

List building consents previously issued for this project (if any): None

Building/PIM:

Resource:

Subdivision:

ECan:

Were there pre-application meetings prior to this application being made?

No Yes - Pre-application reference number (if applicable):

Estimated value of the building work on which the building levy will be calculated (incl. GST):

\$

(state estimated value as defined in section 7 of the Building Act 2004)

If this is an application to amend a building consent, advise the estimated value of amended building work (incl. GST):

\$

• Is this in addition to, or reduction from, what was stated with the original application? Addition Reduction No change

6. Restricted building work

Will the building work include any restricted building work? Yes No

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. (If these details are unknown at the time of the application, they must be supplied before the building work begins.)

NOTE: If requested, only the building practitioners marked 'yes' below may download, once approved and paid, the building consent documentation through online services. To gain access the building practitioners will need to phone 03 941 8999 or email onlineservices@ccc.govt.nz.

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Record attached? (eg Certificate of design work, Record of building work)	Access to download BC approved?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

Note: Continue on another page if necessary.

7. Project information memorandum (this section is not applicable if this is an application for a building consent only)

The following matters are involved in the project:

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the territorial authority: *(specify)*

8. Building consent (this section is not applicable if this is an application for a project information memorandum only)

The following plans and specifications are attached to this application:

The building work will comply with the building code as follows:

Clause <i>(select relevant clause numbers of building code)</i>	Means of compliance <i>(refer to the relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications)</i>	Waiver/modification required <i>(state nature of waiver or modification of building code required)</i>
<input type="checkbox"/> B1 - Structure		
<input type="checkbox"/> B2 - Durability		
<input type="checkbox"/> C1-6 - Protection from Fire		
<input type="checkbox"/> D1 - Access Routes		
<input type="checkbox"/> D2 - Mechanical Installations for Access		
<input type="checkbox"/> E1 - Surface Water		
<input type="checkbox"/> E2 - External Moisture		
<input type="checkbox"/> E3 - Internal Moisture		
<input type="checkbox"/> F1 - Hazardous Agents on Site		
<input type="checkbox"/> F2 - Hazardous Building Materials		
<input type="checkbox"/> F3 - Hazardous Substances and Processes		
<input type="checkbox"/> F4 - Safety from Falling		
<input type="checkbox"/> F5 - Construction & Demolition Hazards		
<input type="checkbox"/> F6 - Visibility in Escape Routes		
<input type="checkbox"/> F7 - Warning Systems		
<input type="checkbox"/> F8 - Signs		
<input type="checkbox"/> F9 - Restricting access to residential pools		
<input type="checkbox"/> G1 - Personal Hygiene		
<input type="checkbox"/> G2 - Laundering		
<input type="checkbox"/> G3 - Food Prep./Prevention of Contamination		
<input type="checkbox"/> G4 - Ventilation		
<input type="checkbox"/> G5 - Interior Environment		

<input type="checkbox"/> G6 - Airborne and Impact Sound		
<input type="checkbox"/> G7 - Natural Light		
<input type="checkbox"/> G8 - Artificial Light		
<input type="checkbox"/> G9 - Electricity		
<input type="checkbox"/> G10 - Piped Services		
<input type="checkbox"/> G11 - Gas as an Energy Source		
<input type="checkbox"/> G12 - Water Supplies		
<input type="checkbox"/> G13 - Foul Water		
<input type="checkbox"/> G14 - Industrial Liquid Waste		
<input type="checkbox"/> G15 - Solid Waste		
<input type="checkbox"/> H1 - Energy Efficiency		

9. Compliance schedule (this section is not applicable if this is an application for a project information memorandum only)

The specified systems for the building are as follows: *(specified systems are defined in the regulations)*

The following specified systems are being altered, added to, or removed in the course of the building work:

	Existing	New	Altered	Added	Removed
1. Automatic systems for fire suppression (eg sprinkler systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Electromagnetic or automatic doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Automatic backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Lifts, escalators, travelators or other systems for moving people or goods within buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Building maintenance units (for providing access to the exterior and interior walls of a building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Audio loops or other assistive listening system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Smoke control systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Emergency power systems for, or signs relating to, a specified system in 1 to 13 above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Other fire safety systems or features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Cable cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are no specified systems in the building.

10. Attachments

The following documents are attached to this application:

- Plans and specifications (list under section 8)
- Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work
- Project information memorandum
- Development contribution notice
- Certificate attached to project information memorandum
- Completed relevant application checksheet(s)

Please continue on the APPENDIX overleaf for further information requested by the Christchurch City Council.

Appendix

A. Additional Information

(i) Certificate for public use (section 363 Building Act) (Commercial application only)

For existing buildings where the public will continue to use the premises affected by building work while a building consent has been granted for the work will need to apply for a certificate for public use.

Will you be applying for a certificate for public use to allow public use of the premises affected by the building work?

- No
 Yes If yes, refer to our webpage (ccc.govt.nz/certificate-for-public-use/) on how to apply for a certificate for public use.

(ii) Earthquake related work

Is this application earthquake related? No Yes

If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc?

No Yes - name of PMO:

Does the work involve earthquake structural strengthening work? No Yes

(Applicable only for residential buildings with 2 or more stories and containing 3 or more household units; and commercial applications)

If yes, is the building currently at or above the minimum level of 34% NBS? No Yes
 (if below 34% New Building Standard (NBS) defines as earthquake-prone building)

(iii) Re-cladding/Weathertight Homes Resolution Services scheme related work

Does the work involve re-cladding the building? No Yes

Is this application related to a claim under the WHRS scheme? No Yes - WHRS claim number:

Is this application related to a claim under the Financial Assistance Package scheme? No Yes

B. Development Contributions

Information required for assessment of levies under the Council's applicable Development Contributions Policy.

(i) Residential development

The use of land or buildings for living accommodation purposes including residential units, serviced apartments and unit/strata development but excluding traveller's accommodation such as hotels, motels, hostels.

Existing:	New total (Existing plus proposed):
Number of residential units: <input type="text"/>	Number of residential units: <input type="text"/>

Has a residential unit been demolished/removed from the site? Yes No Date:

The following section applies when there will be more than one residential unit on the site:

Gross floor area: m² Gross floor area of each unit: m²

The following section applies where there will be two or more attached residential units on the site:

Impervious surface area*: m²

(ii) Non-residential development (Commercial application only)

The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stations, market, bulk goods / home improvement stores, retail facilities, manufacturing industries, restaurants, warehouse/storage, commercial accommodation.

Existing:			
Impervious surface area:*		m ²	
Landscaping area:		m ²	
Gross floor area:		m ²	Land use:
Gross floor area:		m ²	Land use:
Gross floor area:		m ²	Land use:
Total gross floor area:		m ²	

New total (Existing plus proposed):			
Impervious surface area:*		m ²	
Landscaping area:		m ²	
Gross floor area:		m ²	Land use:
Gross floor area:		m ²	Land use:
Gross floor area:		m ²	Land use:
Total gross floor area:		m ²	

(iii) Special assessment

If the development is one that is not recognised as a residential or non-residential land use (as above) or has a significantly greater impact than that envisaged for the land use in the Christchurch City Plan then please provide the following information for a special assessment of development levies.

Existing:		
Impervious surface area:*		m ²
Traffic movements per day:		
Litres of water usage per day:		

New total (Existing plus proposed):		
Impervious surface area:*		m ²
Traffic movements per day:		
Litres of water usage per day:		

* Impervious Surface Area shall include the area of roofs, paving and gravel.

C. Effects on existing council infrastructures and street scenes

A separate application is required for requests to alter Council's existing infrastructural assets; removal, trimming or planting of street trees, or alteration to any built structures or vegetation plots. Approval is required to use part of legal road for construction activities.

Council is responsible for managing all works on roads. Roads include unformed roads, service lanes, pedestrian walkways and alleyways. Temporary Traffic Management must be provided for all work occurred on legal roads. For further information refer to ccc.govt.nz or call (03) 941 8999 and discuss with an Asset Protection Officer.

It is highly unlikely that private requests will be identified in the Council's Long Term Council Community Plan; for this reason the applicant will have to fund the cost of the work. The costs may include consultations with stakeholders, together with Board or Council's decision making process if required. Other Council charges may apply, e.g. vehicle crossing inspection.

(a) Does this property require a new water connection?

- No please provide existing water meter serial number:
- Yes New Commercial (please make a separate application on form WS1 for all commercial water connections and email to water.connections@ccc.govt.nz. Application to be made at time connection is required but no later than 3 months before.)
- New Residential (please complete the sections below)

Do you require more than one new water connection for this property?

If so, how many? (Council policy states that only one connection per parcel of land is permitted. If you require multiple connections please supply subdivision plan and RMA number.)

Location details: (Preferred location of water connection (looking from the street). If no selection is made then Council will install your new water location in an appropriate location. Council may not always be able to place your new water connection in your chosen location.)

Left Hand Boundary Right Hand Boundary

Corner sites: Street on which the water connection is to be installed:

Please provide contact details in case we need to contact you about your water connection:

Phone: Email:

(b) Are new or pumped connections required for:

(New connections are where there no existing lateral provided to the property boundary from the council systems.)

Stormwater: No Yes: Stormwater to kerb Stormwater to mains

Sewer: No Yes: Foul water to mains pumped

Do you have consent/authorisation to discharge? No Yes - please provide a copy

(c) Is a new vehicle crossing required or an existing crossing altered for this project?

No Yes

- If yes, please complete the [Vehicle Crossing Application Form](#).

(d) Are any of the following items affected by the development?

No Yes

- Street furniture (bus shelter, bicycle stand, bollards, regulatory and advisory traffic sign support barriers, safety fence, retaining surface, water and waste plants, utility boxes, power poles, and/or existing objects). For electrical, gas and Telco alterations contact utility owner. No Yes
 - Street trees – Trimming, removal, new planting or excavation within drip line No Yes
 - Landscaped areas or berms No Yes
 - **If yes**, has Council staff been consulted, their advice given and a report prepared by them for the community board? No Yes
 - Utility surface boxes – Water and waste, Telco No Yes
- (e) **Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?** No Yes
- (f) **Are you proposing to change the existing footpath levels?** No Yes
- (g) **Are you proposing to change the existing carriageway/road levels?** No Yes
- (h) **Are there existing traffic measures that would be affected/changed by the development?** No Yes
(e.g. Parking restrictions, regulatory signs, road narrowing, road, hump, platform, parking spaces, pedestrian refuge, traffic signals, texturised pavement, bus stop, speed limits, school crossing.)

Other information and requirements are available from our website (ccc.govt.nz):

Public Places Bylaw 2008, Traffic and Parking Bylaw 2008, Policies on Streets Roads and Pavements, Temporary Use of Legal Road for Construction Activities Application, Water Discharge on Road Application. mfe.govt.nz/laws/standards/contaminants-in-soil